



## Enrollment Coordinator Job Description

### Duties include:

1. Receiving and replying to all information inquiries by phone call, text, and email
2. Scheduling and leading tours and enrollment appointments
3. Processing enrollments (ordering and delivering gear, inputting information into database, processing initial fees)
4. Tracking and facilities all enrollment renewals
5. Processing renewals
6. Participating in enrollment events

### Expectations:

1. Coordinator will reply to each information inquiry within one business day
2. Coordinator will process enrollments and renewals within one business day
3. Coordinator will approach students about renewal at least one month prior to the end of their enrollment
4. Coordinator will keep reasonable office hours to be available to walk-ins and to pursue customers due to renew
5. Coordinator will pursue all available leads and keep detailed notes about contacts made
6. Coordinator will participate in all enrollment event opportunities and will help to arrange event opportunities

### Compensation:

Commensurate with sales experience

### Purpose:

At New Life, **we will do anything short of sin to reach people that don't know Christ.** While enrollments in The Academies programs provide a source of income for New Life Church, the primary purpose of the programs and classes offered at The Academies @ New Life is to make New Life Church a regular destination for the families of the community.

**“Then the master told the servant, ‘Go out into the highways and along the hedges, and compel them to come in, so that my house may be filled [with guests].”** Luke 14:23 AMP

Each time someone steps onto the New Life campus they have an opportunity to hear the gospel and to see the love of Jesus in action. Each enrollment ensures that a student and their family will have twenty-six or more of these opportunities. *Compel them to come in!*